CERTIFIED COURT REPORTERS CONTINUING EDUCATION

REQUEST FOR PRE-APPROVAL/REQUEST FOR CREDIT

For Missouri Certified Court Reporters:

- This form is to be submitted in the interest of fulfilling the Continuing Education Requirements required pursuant to Supreme Court of Missouri Rules 14.09 and 14.10.
- Credit request must be submitted on this form and will not be honored without all appropriate documentation.
- Only one submission per form is permitted. However, feel free to duplicate this form if you are making multiple submissions.
- ◆ If your activity is NOT sponsored by the Division of Judicial Department Education or the Court Reporter Education Committee (CREC) or approved for credit by NCRA or NVRA, you must complete this form and submit it for <u>pre-approval</u> 60 days prior to attending the activity.
- Failure to seek pre-approval for a CEU activity may result in denial of your request for continuing education credit.
- You will be notified of the approval or denial of your request within 30 days of receipt of your request.

C.C.R. No:	
Name:	
Address:	
City/State/Zip Code:	
Home Telephone:	
Office Telephone:	
☐ Name Change	☐ Address Change
2. Request Type:Request for Pre-Approval3. Continuing Eduand Provider InformationName of Provider:	cation Activity
Address:	
City/State/Zip Code:	
City/State/Zip Code: Telephone:	
<u>·</u>	
Telephone:	n:
Telephone: Date and Location of Activity: Title of Seminar/Class/Program If this is a college course taken fo course, you must indicate the sch	r credit or an audited college
Telephone: Date and Location of Activity: Title of Seminar/Class/Program If this is a college course taken fo course, you must indicate the sch	r credit or an audited college nool's operating timeframe:
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For NCRA and NVRA Members:

- If a C.C.R. attends a CEU activity approved for credit by NCRA or NVRA, the C.C.R. may submit a current transcript from NCRA or NVRA as verification of attendance. In order to receive credit/preapproval for attendance at non-NCRA/NVRA programs documentation must accompany this form.
- It is the responsibility of the C.C.R. to submit credits earned via NCRA- or NVRA-sponsored activities as that information is not automatically shared.

Things to Remember:

- Rule 14.09 requires each Missouri C.C.R. to obtain 10 CEUs per reporting year.
- The reporting year shall be from July 1 of each year through June 30 of the following year, with credits to be reported before July 31.
- A maximum of 10 excess CEU credits may be applied to the next succeeding reporting vear.
- For information on individual CEU credits accrued pursuant to Rules 14.09 and 14.10 and request for exceptions, please contact:

Board of Certified Court Reporter Examiners Attn: Ms. Maggie Burch

P.O. Box 150

Jefferson City, MO 65102

Phone: 573/751-7342

4. Required Signatures:

By the Provider:

I certify the information contained in Item 3 to be correct, to the best of my knowledge, and verify that the Certified Court Reporter named in Item 1 attended the CEU activity outlined in Item 3.

Instruction/Provider Signature	Date

By the Reporter:

I certify this information and all attachments to be correct, to the best of my knowledge.

C.C.R. Signature	Date

5. Attach Documentation

Attach all supporting documentation in the following order:

- 1. Completed Credit Request Form/Request for Pre-Approval Form;
- 2. Copy of Program Schedule or Agenda with contact hours noted, and Course Outline of Subjects covered;
- 3. Verification of attendance, unless this is a Request for Pre-Approval;
- 4. Sign the Request under Item 4; and,
- 5. Keep copies of all documents for your files.

6. Submit to: Court Reporter Education Committee Maggie Burch, Administrative Assistant Supreme Court of Missouri P.O. Box 150

Jefferson City, MO 65102

Tel: 573/751-7342 Fax: 573/751-7514